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# MANAGEMENT BULLETIN

SUBJECT	ADMINISTRATIVE MANUAL REFERENCE	APPROVED BY
Equal Employment Opportunity Policy		ATTORNEY GENERAL

With the arrival of the new millennium, California has become the nation's first state to be a truly multi-racial, multi-ethnic, multi-cultural democracy without a majority race, offering a new promise of opportunity for all. Because I believe that California's rich and growing diversity is an asset and a source of pride and because I believe that the Department of Justice (DOJ) has an important obligation to set the highest standards in eliminating discrimination, I am determined that DOJ shall actively and affirmatively pursue a course of equal employment opportunity. Our policy is aimed at and committed to building and maintaining a workforce which retains high standards and expectations for excellence and also accurately reflects the diversity of our state and the public we serve. Despite enactment of laws which prohibit preferences or "quotas," state and federal laws continue to require a commitment to equal employment opportunity and a discrimination-free workplace. However, deep respect for equality and simple fair play, rather than legal compulsion, ought to motivate each of us to strive for an equitable personnel system and discrimination-free workplace. Accordingly, the following policies and procedures will govern our Department during my term in office:

- All Department hiring and promotional practices, without exception, shall ensure equal opportunity and inclusion. Rather than through a contrived system of artificial preferences, this commitment shall be achieved through policies of aggressive recruitment and retention and vigilance against discriminatory hiring and promotional practices.
- Discrimination or harassment, whether intentional or unintentional, is a violation of the civil rights of California citizenry and serve only to decrease productivity in the workplace. There shall be a "zero tolerance" policy for all such behavior.
- The Affirmative Action/Equal Employment Opportunity (AA/EEO) Program shall be administered by the Affirmative Action/Civil Rights Director (AA/CRD) and shall be directly responsible to the Attorney General. The program is designed to promote an equitable personnel system which provides equal employment opportunities and a workplace free from harassment, discrimination, and retaliation.
- The AA/CRD has statewide responsibility for managing the Department's efforts to carry out the program, including reviewing employment policies and recommending any needed changes, and also providing advice to executive staff, managers and supervisors on important and sensitive issues which have equal employment opportunity considerations.
- The AA/CRD is also responsible for directing the Department's discrimination complaint process to ensure that it is fair and effective.

- Because the elimination of employment discrimination requires interest and attention from all employees, not just managers, employee advisory committees which represent, among other interests, those of women, people of color, gay and lesbian employees and persons with disabilities and which are open to all interested employees are authorized to provide information and to make recommendations on the Department's employment practices and policies to me through the AA/EEO and its director.
- Under the day-to-day oversight of the Department's Division Chiefs and Directors, hiring managers and supervisors shall be directly responsible for implementing the Department's Affirmative Action/Equal Employment Opportunity Program. Additionally, hiring managers and supervisors are responsible for maintaining a work environment free from harassment and discrimination.
- To eliminate unfair barriers to equal employment opportunities, including statistically verified underutilization, management of the Department shall regularly review its policies and practices related to recruitment, examination, selection, promotion, and discipline to identify and, to the extent possible, eliminate those which tend to create impermissible barriers to equal employment opportunity.

All employees of DOJ are needed and expected to assist in accomplishing the goals set forth in this commitment by understanding and using the programs and procedures established by the AA/EEO Program and by doing their best to ensure that their own on-the-job action and speech toward fellow colleagues and the public are free of bias and discrimination.